



McDonalds Ballarat Football Netball League Inc

Position Description

Football Operations Manager (Ballarat Football Netball League)

Position Title

Football Operations Manager

Values & Culture

The Football Operations Manager is expected to demonstrate fairness, integrity, inclusiveness, and professionalism, ensuring all competitions—male and female—are delivered to a high standard and in the best interests of all participants.

Position Summary

The Football Operations Manager is responsible for the administration and delivery of the league's football competitions. This includes oversight of fixture scheduling, enforcement and ongoing development of league by-laws, and maintaining strong relationships with club Football Coordinators.

The role also oversees the Female Football Coordinator and leads the planning and delivery of Senior and Junior Interleague programs, ensuring all competitions are professionally managed and effectively represent the league.

Reports To

Ballarat Football Netball League Board and League General Manager

1431 Mair Street Ballarat, VIC, 3350





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Key Stakeholders

- Ballarat Football Netball League
- Local Councils
- Club Football Coordinators / Directors of Football
- Umpiring Coordinator
- By-Laws Committee

Direct Reports

- Female Football Coordinator
- Interleague Coaches and Support Staff

Key Responsibilities

1. Competition & Fixture Management

- Develop and manage the league fixture across all competition levels
- Coordinate scheduling considering ground availability, travel, and club constraints
- Manage fixture changes due to weather or unforeseen circumstances
- Ensure competitive balance and fairness across the season

2. By-Laws & Policy Administration

- Maintain, administer, and enforce league by-laws and competition rules
- Ensure clubs understand and comply with regulations
- Interpret rules and provide guidance on disputes and clarifications

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- Support tribunal and disciplinary processes where required

3. By-Laws Committee Administration

- Administer and coordinate the League By-Laws Committee
- Facilitate meetings, prepare agendas, and document outcomes
- Lead the review and development of league by-laws in consultation with stakeholders
- Ensure by-laws are clear, concise, and aligned with AFL Victoria and governance requirements
- Drive continuous improvement of by-laws to support the efficient, fair, and consistent operation of the competition

4. Club Liaison & Stakeholder Management

- Act as the primary contact for Club Football Coordinators
- Communicate fixture updates, policies, and operational requirements
- Support clubs in resolving competition and operational matters
- Maintain strong, collaborative relationships across the league

5. Match-Day & Competition Oversight

- Oversee league-wide match-day operations
- Ensure compliance with team sheets, eligibility, and match regulations
- Monitor results, reports, and incidents

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6. Compliance & Governance

- Ensure alignment with league policies and AFL Victoria guidelines
- Oversee player registrations, transfers, and clearances
- Investigate and manage breaches of competition rules

7. Umpire & Match Official Coordination

- Liaise with the Umpiring Coordinator and coaches
- Assist in resolving officiating issues

8. Female Football Program Oversight

- Provide leadership, support, and supervision to the Female Football Coordinator
- Assist in the development and growth of female football competitions within the league
- Ensure alignment of female football operations with overall league strategy and standards
- Support fixture development, compliance, and operational requirements for female competitions
- Promote inclusion, participation, and a positive football environment for female players, officials, and volunteers

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9. Interleague Program Management

- Oversee the planning, delivery, and smooth operation of Senior and Junior Football Interleague programs
- Coordinate all administrative aspects of interleague participation
- Lead the appointment process for Interleague coaches and support staff (in consultation with the Board)
- Organise interleague training schedules, venues, and logistics
- Manage communication with selected players, clubs, and coaching staff
- Ensure compliance with governing body requirements for interleague competition
- Coordinate match-day operations for interleague fixtures
- Promote a professional, high-performance environment that represents the league positively

10. Reporting & Communication

- Provide regular reports to the League Board
- Communicate key operational updates to clubs
- Ensure timely and clear information flow across the league

11. Continuous Improvement

- Review competition structure and operations annually
- Recommend improvements to fixtures, by-laws, female football programs, and interleague programs
- Contribute to the league's strategic development

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Key Selection Criteria

Essential

- Strong understanding of AFL competition structures and local league operations
- Experience in fixture scheduling, administration, or sports management
- Ability to interpret and apply rules, governance frameworks, and by-laws
- Excellent stakeholder management and communication skills
- Strong organisational and leadership abilities

Desirable

- Experience working at a league administration level
- Experience supporting or developing female football programs
- Experience managing interleague or representative programs
- Familiarity with PlayHQ or similar systems
- Experience in governance, policy development, or committee administration

Key Competencies

- Strategic and analytical thinking
- Leadership and people management
- Communication and negotiation
- Decision-making and integrity
- Organisation and attention to detail
- Relationship management

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Working Conditions

- Flexible role
- Peak workload during pre-season (fixture, by-laws, interleague planning) and in-season / finals
- Availability for evenings and weekends as required

Performance Measures

- Delivery of a balanced and effective fixture
- Clarity, quality, and usability of league by-laws
- Effectiveness of By-Laws Committee outcomes
- Growth and successful operation of female football competitions
- Successful delivery of interleague programs
- Satisfaction of clubs and league stakeholders
- Timely resolution of operational and compliance issues

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